

S E C R E T

23 October 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Outline of Station Histories

1. There are obviously great variations in individual stations. Some have been small and established for a long time. Others may be equally old but very large, or just very recently established. In short, a fixed outline for all station histories does not make much sense.

2. For the guidance of writers engaged in writing station histories the following may be of some use.

3. Most writers have found it useful to break down their work into two main parts:

a. Station chronology. This part normally covers the names and dates of tenure of the various Station Chiefs, Deputy Station Chiefs, and Chiefs of Operations where applicable. It may also give a breakdown of the various sections and branches and their changes over the years. All this is usually presented by years in tabulation form. The HS/CSG is presently planning to prepare such Station chronologies for all CS overseas installations as well as a parallel organizational chronology for CS Headquarters elements from 1 August 1952 to 31 December 1967.

b. Station Histories. This part is mostly descriptive and normally falls into some six main parts, as follows:

- I. Background Information on the country where the Station is located, particularly as it pertains to the operational climate.
- II. Introduction Establishment of Station, etc.
- III. Liaison Activities
  - a. With State
  - b. Other US Agencies
  - c. Local Service

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IV. Operations

- a. Intelligence Ops. (FI)
- b. Political Action (CA)
- c. Paramilitary (PM)

V. Evaluation of Accomplishments

VI. Constructive Criticisms What was well done and can serve as model for other similar situations; what pitfalls there were and how to avoid them; value of training, etc.

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FORMAT FOR DEBRIEFING

1. Chronology of station personnel:

COS - dates - cover.

Varying size of station.

(If station was closed, why, when and by whom. If reopened, when and by whom).

2. Operational Climate and conditions:

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c. Vis-a-vis the local government and military.

d. Vis-a-vis 3rd country nationals in the country or area.

3. Liaison: With local intelligence/security services:

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2). With services of third countries. With whom and by whom.

4. Operations:

a. General comments on the station's FI, CA, other types of ops in the host country.

b. Brief comments on specific projects and operations.

1). When initiated; targets and objectives; who was recruited and when.

2). How these projects or operations progressed; new agents recruited (who, when and by whom); results of the project or operation; quality and quantity of intelligence produced and disseminated; agent handling, commo, security

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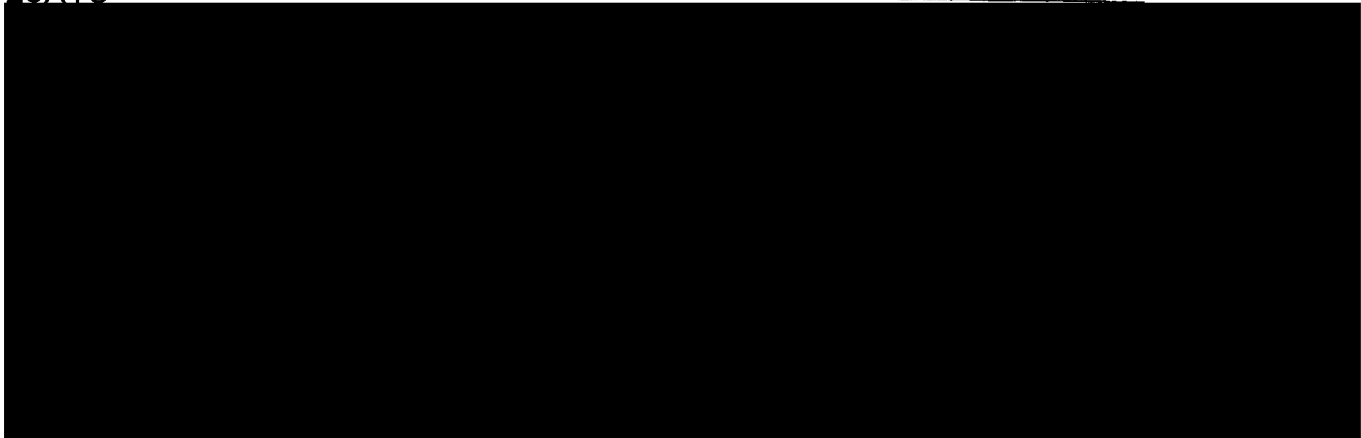
or other problems; if terminated, when and why.

3). Present status unless terminated.

c. Third country operations.

d. Staff agents and contract agents (true name), cover, which projects or agents they handled. Present status.

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Approved For Release 2000/08/17 : CIA-RDP83-00764R000300100022-5

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26 December 1967

MEMORANDUM FOR: CS Division Chiefs and Historical Officers

SUBJECT : The "Country Folder System" - a simple method of saving documents of historical value for future writers of CS history

1. A very simple and effective method of putting aside CS documents which will be of great value to the future writers of CS history has been developed by my predecessor and has been tried out in one area division. The attached paper explains how it works.

2. For those of you who are familiar with the vast amounts of time spent by Historical Officers and Writers in searching out documents needed to write the histories of your field and/or the Headquarters elements for the past twenty years, it will come as no surprise that we have been looking for any method by which we can cut down on the time spent in searching out needed documents. This system seems to be the answer to that need.

3. What it basically involves is a set of folders for each country to be kept by the Branch or Desk officers, and in which they will systematically file one copy of documents and information of historical value. All they need to do is to mark the document for the folder and pass it to the secretary charged with this responsibility for placing in the folder under the appropriate tab. Thus, when we get to the job of updating your stations' histories some five years hence, the writer will have at his fingertips the grist for his job: Operational Directives, important policy papers, Station Progress Reports, current and complete lists of key officers in field stations and Headquarters, and the like.

4. It would be greatly appreciated if you would institute this system in your components at an early date so that this information may be put aside for future writers. For any assistance in starting this program, please feel free to call on your component Historical Officer, or, if there is none in your component, the undersigned will be glad to provide further explanation and assistance.

HS/CSG-2450

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Executive Secretary  
Board

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INFORMATION AND DOCUMENTS OF HISTORICAL IMPORTANCE  
TO BE COLLECTED AND HELD IN THIS HISTORICAL FOLDER  
AND MAINTAINED AT BRANCH LEVEL

Tab A	<u>Station Chronological History and Key Officers' Briefs</u>
Tab B	<u>Special Reports for the Intel- ligence Community or Higher Authority</u>
Tab C	<u>Important Policy Papers</u>
Tab D	<u>Staff Officers - Headquarters and Field</u>
Tab E	<u>Third Country/Liaison Officers and Principal Agents</u>
Tab F	<u>Operational and Political Climate Statements, Summary Reports, Reviews and Additional Information</u>

NOTE: RMD's and the Annual Program Assessments should be listed with appropriate Dispatch number and dates inside the left cover. Copies should be included if available and if TS, the folder classification should be changed from SECRET to TOP SECRET; downgrade them if possible before inclusion in the folder.

(Do not alter or remove information in the folder until the pertinent history has been written.)

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Tab A      Station Chronological History and  
             Key Officers' Briefs

(Update at least every twelve months; include arrivals and departures of senior officers, shifts in emphasis, new responsibilities, functional statements, agreements with local government, change of relationships with U.S. Government officials locally. Each COS, D/COS, C/Ops, C/FI, C/CA, C/CI, or other key officer responsible for an important program of the station will submit a brief on his responsibilities and related activities while at the station; include dates of arrival and departure, define responsibilities, summarize activity and draw constructive conclusions as a critique making appropriate observations as warranted. These briefs will be assembled under this Tab A for later use by a designated historical writer.)



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Tab B      Special Reports for the Intelligence  
Community or Higher Authority

(Include copies of background studies, reviews, chronological summaries and similar historical papers; if an extra copy is not available note reference information and include office of record and retention.)

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Tab C      Important Policy Papers

(Include appropriate reference information on each OCB paper, SGO/303 submission, NIE, etc.; insert a copy if available. Copies of interdepartmental agreements, command decisions to open or close bases, establishment of a special task force, etc. should be filed under this Tab C.)

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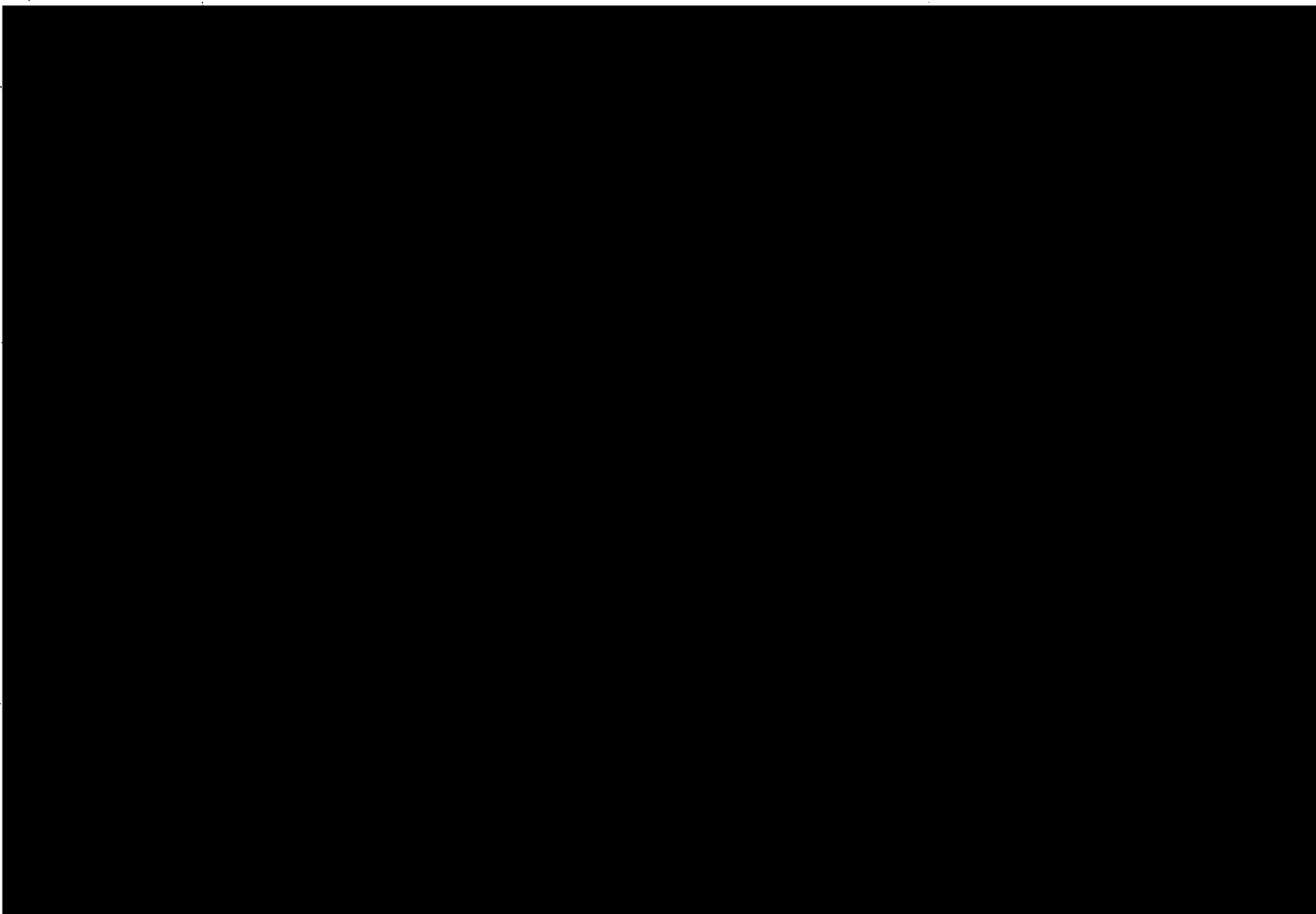
Tab D      Staff Officer - Headquarters and Field

(Keep country lists of Headquarters and Field  
employees.)

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Tab F      Operational and Political Climate Statements,  
             Summary Reports, Reviews  
             and Additional Information

(Papers describing major political or economic shifts, as well as operational climate reports will add meaning and direction to a historical paper. Also summary reports, reviews and background studies can reduce research efforts in the future. Any of the above prepared on this country should have a copy placed under this Tab. It would also help to have minutes of conferences, papers or outlines used in briefing VIPs and information on international operations effecting this country, included in Tab F.)

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